

Professional and Managerial Branch
Planning Group
Park and Recreation Series

PARKS PLANNER

05/00 (LBT)

Summary

Under general supervision, review parkland master plans, recommend planning standards, meet and negotiate with land developers, prepare grant applications and monitors projects.

Typical Duties

Participate in developing methodology for parkland planning projects. Involves: interpreting research data and preparing population, housing social and economic parkland usage and other specialized studies of parkland; consulting with local officials concerning compilation and interpretation of research data for community development projects; researching and preparing elements of El Paso Comprehensive Parks and Open Space Plan; coordinating changes to City ordinances; processing applications for parkland leases; preparing draft and final copies of graphics including maps, photographs, tables and concept drawings; reviewing master plans for park projects and subdivision development; analyzing demographic composition, recreational, environment and aesthetic needs of the surrounding community, and characteristics of the proposed sites and facilities; determining if plans submitted for subdivision development meet the standards of the City's Mandatory Parkland Dedication Ordinance and other federal, state or local legislation.

Participate in planning and developing grant proposals or similar funding requests to obtain additional funding, and administer approved projects and programs. Involves: reviewing literature dealing with funds available from private, local, state and federal sources to determine whether requirements for applying for funds are met; conferring with personnel affected by proposed programs to: establish objectives and develop plans to implement, outline how funds are to be used, discuss program requirements and explain procedures necessary to obtain funding; compiling and analyzing data related to proposed projects; meeting with representatives of funding sources to work out final details of proposal; writing grant proposals; submitting applications to funding agencies or foundations upon approval of City Council; observing and evaluating program activities and recommending changes as appropriate; preparing or assisting department personnel to prepare periodic reports to comply with grant requirements; managing grant budgets; authorizing and initiating payments for services in accordance with contract provisions; maintaining records related to grant funded programs; creating and implementing opportunities to involve potential corporate and foundation donors; participating in cooperative projects between the department and other organizations.

Act as liaison with local organizations, civic groups, state and federal agencies and the general public. Involves: coordinating implementation of approved grants with various governmental agency representatives; representing the City on various committees; advising citizens, department and other agencies on recreational, environmental and aesthetic issues affecting plans; presenting information to explain general goals, planning procedures and budget limitations of proposed park design and development to the public, City Council or other administrative bodies; meeting with and providing feedback to developers or their representatives and negotiating ordinance compliance; attending meetings of the Development Coordinating Committee, Subdivision Coordinating Committee, City Plan Commission, Parks and Recreation Advisory Board and City Council to provide information on city parkland needs and usage and answer clarifying questions.

Supervise a non-supervisory general services assistant, if assigned. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher-graded, non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; maintaining awareness of occupationally related technological, legal, and methodological developments; logging activities; preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in City or Park Planning, Urban Affairs, Landscape or Environmental Design, Architecture, or a related field and two (2) years of professional experience in urban, regional, community or park planning work; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Considerable knowledge of: recreation, park planning and zoning principles and methods; practices and techniques of planning research. Good knowledge of: federal, state and local laws, codes and park dedication ordinances pertaining to recreational parkland design; grant application processes. Some knowledge of surveying methods and techniques.

Ability to: formulate effective plans for urban parkland development; interpret planning requirements and objectives to interested groups and the general public; apply practices and techniques of planning research to general and specific urban parkland studies and projects; prepare graphic illustrations; recognize potential problems related to project design and aesthetic development; express oneself clearly and concisely both orally to interpret and persuasively present analytic information in response to common inquiries and complaints of individuals or groups and in writing to prepare narrative reports and grant applications; establish and maintain effective working relationships with fellow employees, officials, regulatory agencies, developers, contractors, and the general public.

Skill in the safe operation and care of: personal computer or network work station, and generic business productivity software comparable to that installed; motor vehicle.

Physical Effort & Work Environment: Occasionally move about on uneven terrain, climb ladders, bend and stoop, exposed to other adverse field conditions, and drive through city traffic to inspect construction sites.

Licenses and Certificates: Valid Texas Class "C" Driver's license or equivalent issued by another state by time of appointment.

Director of Personnel

Department Head

OFFICIAL